

Data Processing Statement

Last updated: 01-01-2025

1. Introduction

This **Data Processing Statement** describes how **More Opportunity** processes, stores, and protects personal data received from job applicants, including **CVs, cover letters, and other application-related information**. We ensure that all processing activities comply with the **General Data Protection Regulation (EU) 2016/679 (GDPR)** and applicable Dutch and European data protection laws.

2. Who We Are

More Opportunity is a **secondment agency** specializing in **matching professionals with job opportunities**. As part of our services, we collect and process job applications, CVs, and other relevant data to facilitate employment placements.

Company Details:

More Opportunity

Timorplein 34
1094CC Amsterdam
The Netherlands

General Inquiries: contact@moreopportunity.net

Data Protection Officer (DPO): dpo@moreopportunity.net

If you have any questions about how we process your data, please contact us at the details above.

3. What Data We Process

As part of our recruitment and application process, we process the following categories of personal data:

- **Identification Data:** Name, address, phone number, email, date of birth.
- **Professional Data:** CV, cover letter, job history, education, certifications, skills, references.
- **Employment Preferences:** Desired job role, availability, salary expectations, location preference.
- **Communication Data:** Emails, messages, and correspondence related to job applications.
- **Additional Information (if applicable):** Assessments, interview feedback, recruiter notes, and reference checks.

We do not process **sensitive personal data** (such as race, religion, health status, or biometric data) unless legally required and only with explicit consent.

4. How We Receive Your Data

We receive application data through the following channels:

- **Direct Applications:** When you submit your CV and motivation letter through our website or via email.
- **Public Job Boards & Social Media:** If you have publicly shared your CV on platforms such as LinkedIn or job boards, we may collect your information and contact you about relevant opportunities.
- **Referrals:** If you are recommended by a colleague or industry contact, we may process your data for job matching purposes.

If we collect your data from public sources, we will inform you within **30 days** and request your consent to continue processing.

5. Why We Process Your Data

We process your personal data strictly for recruitment and employment-related purposes:

- **Job Matching & Placement:** Evaluating applications, matching candidates with vacancies, and facilitating employment offers.
- **Application Processing:** Assessing qualifications, scheduling interviews, and communicating with applicants.
- **Recruitment & Talent Pooling:** Storing CVs for future job opportunities, with candidate consent.
- **Compliance & Legal Requirements:** Ensuring compliance with labor laws, tax regulations, and anti-discrimination policies.

Processing is conducted under the legal basis of **contract performance (GDPR Article 6.1(b))**, **legitimate interest (GDPR Article 6.1(f))**, or **explicit consent (GDPR Article 6.1(a))**, where required.

6. Who We Share Your Data With

We may share your application data with:

- **Potential Employers & Clients:** To facilitate job placements and interviews.
- **Third-Party Service Providers:** IT service providers, recruitment platforms, cloud storage providers.
- **Legal & Regulatory Authorities:** Where required by law (e.g., tax authorities, labor inspections).

All third-party recipients are contractually bound to ensure **GDPR-compliant data protection measures**.

7. Data Retention Periods

We retain your application data for the following periods:

- **Active Recruitment Process:** Data is retained for the duration of the recruitment cycle.
- **Talent Pooling (with consent):** If no placement occurs, we may store your CV and application data for up to **2 years** for future opportunities.
- **Successful Placements:** If you are hired through More Opportunity, we retain necessary data for **legal and payroll compliance for up to 7 years** (depending on legal obligations).

After these periods, your data is securely deleted unless continued storage is legally required.

8. Your Rights Under GDPR

Under the **General Data Protection Regulation (GDPR)**, you have the following rights regarding your personal data:

- **Right of Access:** Request a copy of your processed data.
- **Right to Rectification:** Correct inaccurate or outdated personal data.
- **Right to Erasure:** Request deletion of your data when no longer necessary.
- **Right to Restrict Processing:** Limit processing activities under certain conditions.
- **Right to Data Portability:** Request your data in a structured format to transfer to another service.
- **Right to Object:** Object to data processing based on legitimate interests.

To exercise these rights, please contact dpo@moreopportunity.net. We will respond within **one month** as per GDPR requirements.

9. Data Security Measures

We implement **strict security measures** to protect your personal data, including:

- **Encrypted Data Storage:** All application data is stored securely.
- **Access Restrictions:** Only authorized recruiters and HR personnel can access application data.
- **Regular Security Audits:** We review and update security protocols to prevent unauthorized access.

If a **data breach** occurs, we will notify affected individuals and relevant authorities within **72 hours**, as required by GDPR.

10. International Data Transfers

If we transfer personal data outside the **European Economic Area (EEA)**, we ensure that:

- **Standard Contractual Clauses (SCCs)** approved by the European Commission are in place.
- **Third-Party Providers** have legally binding **Data Processing Agreements (DPAs)**.

We do not transfer personal data outside the EEA unless necessary and with appropriate safeguards.

11. Reporting a Data Breach

If you suspect a **personal data breach**, please report it immediately to:

dpo@moreopportunity.net

We will investigate and take corrective action as required by GDPR.

12. Updates to This Statement

We may update this **Data Processing Statement** periodically to reflect legal updates or operational changes. The latest version will always be available on our website.

Last Updated: 01-01-2025

13. Complaints & Contact Information

If you believe your data has been misused, you have the right to lodge a complaint with the **Autoriteit Persoonsgegevens (Dutch Data Protection Authority)** or your local data protection authority.

For any questions about this statement, contact us at:

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